



# Request to Change Records

Request must be submitted in writing, and will ONLY be processed if received from the authorized contact, is complete, and verified as accurate and necessary. Fax form to 480-312-5704 unless otherwise indicated.

**IN MOST CASES THIS FORM MUST BE FILLED OUT BY THE CURRENT OWNER ON RECORD.**

**Project Name:** \_\_\_\_\_

**Building Address:** \_\_\_\_\_

**Apply to:** ☐ Case #: \_\_\_\_\_ (If correction to case file, fax to 480-312-7088.)  
☐ Plan #: \_\_\_\_\_ ☐ Permit #: \_\_\_\_\_ ☐ Certificate of Occupancy

**Requested By:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Relationship to Project:** \_\_\_\_\_

**Reason for change:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Change Owner – CAN ONLY BE REQUESTED BY CURRENT OWNER ON RECORD**

**Will NOT be processed after Certificate of Occupancy has been issued.**

**Current Owner on Record:** \_\_\_\_\_

**New Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

☐ **Change of Participant** (authorized requestor: current owner on record or contractor; Please note: the permit will be placed on hold until **owner** submits new contractor information or owner/builder form is provided).

**Change:** ☐ Applicant ☐ Architect ☐ Engineer ☐ Developer ☐ Contractor

**Contact:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **ROC No.:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Scottsdale Business License:** \_\_\_\_\_

☐ **Clerical Correction to Project Address** (authorized requestor: owner, applicant) - Fax to 480-312-7088.  
*Clerical corrections only; see Records to legally change a property address.*

**Correct Address:** \_\_\_\_\_

## Planning & Development Services Department

9191 E San Salvador, Suite 200 • Phone: 480-312-5750 • Fax: 480-312-5704